

**Plumas County Children and Families Commission  
PCCFC**

**Minutes**

**Wednesday, May 9, 2001  
9:00 a.m.-12:00 a.m.  
Public Works Building**

**Attendees:**

Commissioners: Carol Burney, Shelley Miller, Tami Mitchell, Paula Russell, Elliot Smart, and Irasema Tavares  
Staff: Ellen Vieira, Ex. Dir., and Diana Conen, staff.  
Public: Jaye Bruce, Sandra Norton, and Emily Weber.

**I. Introductions:**

Commissioners and meeting attendees introduced themselves.

**II. Review and approval of minutes:**

Ms. Russell, seconded by Ms. Mitchell, moved to approve the minutes as written. The motion passed unanimously.

**III. Public Comment:**

There was no public comment.

**IV. Executive Directors Report:**

**A. New Parent Kits**

Because the majority of the agenda was to be spent on the Strategic Plan Review, most of the updates on State Commission and other activities were detailed in the reports included in the written materials prior to the commission meeting. Ms. Vieira reported to the Commissioners on the New Parent Kits Advisory Committee meeting held on May 1, 2001. The committee decided that the best way to introduce the kits was during the pre-natal period. Instead of putting more reading material in the kit in the form of agency brochures, the committee wants to include a booklet of referral telephone numbers. There will have to be some training for the health care providers that will dispense the kits. Ms. Vieira will be doing outreach at the Children's Faire, May 12, 2001, and have a sample kit available for the public to see.

**B. Retention Incentives LOI**

Letter of Intent (LOI) for Retention Incentives is due to the CCFC by May 24<sup>th</sup>. The RFF will be released in late June, and awarded October 15. Ms. Vieira requested that the Commissioners take action funding a \$30,000 a year allocation for the two-year pilot project for Retention Incentives for Child Care. The State Commission will match 50% of the \$30,000 allocation.

Ms. Russell, seconded by Ms. Tavares, moved to commit \$30,000 per year for the next two years to the Retention Incentives program. The motion passed unanimously.

#### C. CCFC Update

Ms. Vieira is now in the process of editing the PCCFC newsletter. The conflict of interest measure, AB735, would protect Commissioners from conflict of interest determinations, as long as they excuse themselves from voting on matters that directly relate to financing programs for the agencies that they represent. Matching funds of \$40,000 from the CCFC for the Regional Dental project were approved at the CCFC meeting in April. There will be a planning meeting on the budget for the next fiscal year on May 11, 2001 with the PCPHA staff.

The CCFC has contracted with UCLA to review and give written feedback on Strategic Plans for the county commissions. After a discussion the Commissioners agreed that when the review process is completed, that a written evaluation by UCLA would be appropriate.

#### V. **RFF Child Care Retention Incentives Letter of Intent.**

This item having been covered during the Executive Director's Report, there was no further discussion.

#### VI. **Portola Health Start Proposal**

Ms. Vieira reviewed the status of the request for funds for an Infant-Toddler Day Care Center. The Child Care Planning Council has approved funding \$10,000 for a subcontract until the end of the calendar year for a feasibility study and business plan. The Commissioners wanted to support the project by allocating additional funds to the subcontract. Ms. Vieira advised the Commissioners to allocate \$5,000 from the leverage fund to augment the \$10,000 allocation from the Child Care Planning Council, to become available January 1, 2002.

Mr. Smart, seconded by Ms. Mitchell, moved to allocate \$5,000 in leverage funds for the fiscal year 2001-2002 toward the Infant-Toddler Child Care Center feasibility study and business plan contract for Janet Canty. The motion passed unanimously.

Ms. Vieira will send Ms. Canty a written notification of the allocation.

## **VII. Program Development**

Ms. Vieira gave each of the Commissioners a copy of the Strategic Plan and a Strategic Plan summary. The commissioners need to review the plan and adopt any revisions at the July regular meeting, with an opportunity for public review and comment. Ms. Vieira said that she does not recommend any further community assessments at this time. The annual report is due to the CCFC in October 2001.

Ms. Vieira said that "School Readiness" is an umbrella term covering Healthy Children, Strong Families, and Children Ready to Learn, which is intended to promote collaboration with the Department of Education. She would like to see more of an emphasis in the Strategic Plan on service integration in a more comprehensive program, such as a home visiting program.

Chairperson Miller suggested that the funding cycles be staggered. The next funding cycle would run from October 2001 to September 2002, and the following cycle from July 2002 to June 2003 - so that the evaluation of one cycle would not hold up the next, but would be available in time to be considered prior to the following cycle. Mr. Smart said that he did not feel that there was a need to change the Strategic Plan at this time. Ms. Miller agreed that no major revisions in the plan were needed, but that the Commissioners should address the funding priorities as stated in the prioritization chart attached to the plan summary, perhaps altering the scope of some of the categories or objectives. The Commissioners and applicants for funding should be very clear on what types of projects are priorities.

After a discussion, the Commissioners agreed that the categories should be broadened to make them less specific. Healthy Children (A) 2. Eliminate the word "health" to read, "Increase access to early intervention screening and services." Strong Families (A) 1. Eliminate the word "teen" to read, "Expand parent support services." Strong Families (B) 2. Change to read, "Build capacity for parents and children to obtain assistance with behavior and emotional problems, either at home or in childcare settings." The term "children with special needs" should be defined to include Spanish speaking, and Native American children. Ms. Miller said that when the RFA is revised, Diversity could be addressed as part of the application process.

The revisions to the prioritization table, along with budgeted amounts for the next fiscal year, need to be approved at the next Commission meeting. If the RFA could go out the beginning of July, with a due date at the end of July, and awarding of grants in August, then funding could start on October 1, 2001. Ms. Vieira said that a letter of intent is helpful to know how many applicants there will be and how much money they will request. Ms. Vieira also reminded the

Commissioners that the RFA used last time need major revisions. Commissioner Russell stated that she would be willing to help create the new “Request for Application” forms.

Ms. Vieira requested the Commissioners take action on the purchase of a laptop computer. A laptop computer is needed due to the Executive Director’s traveling schedule.

Ms. Burney, seconded by Ms. Tavares, moved to direct the Executive Director to investigate and purchase a laptop computer using unspent funds in the planning account. The motion passed unanimously.

For the June 13, 2001 Commission meeting, the following items should be put on the agenda:

1. Approval of the amended funding prioritization table.
2. Review and approval of the budgeted amounts for the next funding cycle.
3. Program Timeline.

The revised funding prioritization will be put into a news release, and be available at the public libraries to ask for feedback. It could also be mailed to prospective applicants for their input. The amount of leverage funds available for the next fiscal year will be included in the submitted budget draft.

#### **VIII. Public Comment.**

Jaye Bruce thanked the Commissioners for their support of her Infant Massage program. She had just come from a parenting class at Beckwourth High School and was impressed with the reactions and participation of the students.

#### **IX. Guest Speaker, Emily Weber, Far Northern Regional Center.**

Emily Weber, of the Chico Far Northern Regional Center, presented an overview of the services provided for disabled children. Far Northern is a private, non-profit agency that has been providing services for developmentally disabled children under the age of eighteen for the past 30 years. Federally mandated programs for early intervention gives money to the states for services. Eligible infants or toddlers are:

1. Infants and toddlers with a developmental delay in cognitive development; physical and motor development, including vision and hearing; communication development; social or emotional development; or adaptive development.
2. Infants and toddlers with established risk conditions such as epilepsy, cerebral palsy, neurological impairment, mental retardation, or autism.

3. Infants and toddlers at high risk due to a combination of two or more bio-medical risk factors such as prematurity, pre-natal exposure to drugs, seizures, congenital anomalies, genetic disorders, low birth weight or gain.

Once eligibility is established Far Northern Regional Center becomes the case manager for providing services through local private providers. Services include: family training, counseling and home visits; speech pathology and audiology; physical therapy; psychological services; nursing services; nutrition services; transportation; vision services; and respite care.

One of the main problems in rural counties is that there are few service providers in the local area. For example, there is only one speech therapist vendorized in Plumas County. If there were a larger number of cases, it would be worthwhile to bring in out-of-county providers to make services available locally. The number of infants served in Plumas County has remained low, but there are probably more who qualify. Ms. Weber will provide requirements for qualified local residents to become registered service providers. Families can choose the services that they want and need. Community collaboration is needed to identify infants who qualify, and enroll local providers.

#### **X. Next Meetings.**

The next meeting will be held on June 13, 2001.

Mr. Smart, seconded by Ms. Mitchell, moved to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 11:42 a.m. .

Minutes respectfully submitted by: Diana Conen.